



**STATE OF CONNECTICUT**  
Office of the State Treasurer

**The State of Connecticut Deadline for filing reports:  
WITHIN 90 DAYS AFTER END OF CURRENT CALENDAR YEAR –  
BEFORE MARCH 31, 2014**

## **General Holder Reporting Instructions**

**1. Determine if you have any unclaimed property to report to Connecticut – fill out verification and checklist form (on website).**

**2. Due Diligence Letters.** Mail due diligence letters to all owners of property to be considered abandoned as of December 31 of the current year, irrespective of dollar amount. We recommend if you haven't sent out due diligence letters in accordance with statutory requirements, you should send all due diligence letters out in September of the current year, to the owner's last known address. Letters should be sent via first class mail (see due diligence sample letter on website). Our office recommends giving owners at least 45 to 60 days to comply with your request. This allows your company to have all the relevant information by early December to declare the property abandoned as of December 31<sup>st</sup>. (The owner deadline/due date to respond to your due diligence letter must be prior to the December 31<sup>st</sup> presumption of abandonment date.) (NOTE: Do not mail due diligence letters January 1, 2014 thru March 31, 2014 for property you are reporting to Connecticut on or before March 31, 2014. Holders should have sent due diligence letters in 2013 for property presumed abandoned on December 31<sup>st</sup> and remitted to Connecticut on or before March 31, 2014.) Questions regarding this issue can be submitted by email to [cathy.kristof@ct.gov](mailto:cathy.kristof@ct.gov).

**3. Holder Reports.** Prepare your holder report – Use a NAUPA approved electronic method of reporting unclaimed properties. Copy/burn files to CD-ROM. At this time, we are not accepting email submissions. If you prepared the file electronically, please send us the electronic file even if it is less than 3 properties. If you need assistance with your holder report, please e-mail Cathy Kristof at [cathy.kristof@ct.gov](mailto:cathy.kristof@ct.gov).

**4. Checks.** A check must accompany the holder report for the total amount of the property on the report. Check should be made payable to: Treasurer, State of Connecticut, Unclaimed Property Division. The check amount must equal the report total which matches the coversheet.

**5. Coversheet.** A coversheet is required with each report. (See website instructions – bullet #2 – Coversheet Form). The coversheet must be signed and notarized. An additional coversheet is not required if you are filing the ST77 form. The ST77 form requires execution before a notary. The coversheet generated in HRS Pro is acceptable because it requires execution before a notary. Most purchased software programs also produce coversheets which must accompany the CD ROM of the holder report and the check. These coversheets must be executed before a notary.

**6. Anytime within 90 days after the presumption of abandonment - December 31, 2013, holders should send reports to our lockbox:**

**NOTE: REPORTS ARE CONSIDERED RECEIVED ON THE DATE THE LOCKBOX RECEIVES IT!**

- a. Check (payable to Treasurer, State of Connecticut, Unclaimed Property)
- b. Cover sheet (notarized and signed by company officer)
- c. CD-ROM to:

Treasurer, State of Connecticut  
Unclaimed Property Division  
PO Box 150435  
Hartford, CT 06115-0435

\* Last minute overnight deliveries should be sent to: Treasurer, State of Connecticut, Unclaimed Property Division, 55 Elm Street, 5<sup>th</sup> Floor, Hartford, CT 06106

**Contact Information:**

If you need assistance with reporting, with the HRS PRO software, or other reporting questions, please e-mail Cathy Kristof at [cathy.kristof@ct.gov](mailto:cathy.kristof@ct.gov).

Revised: October 2013